



BOARD MEETING DATE
September 24, 2012

Charter Schools Annual Report

SITUATION:

As outlined in the approved Charter (Section 12.1.1), prior to September 15 of each school year charter schools must submit to the Board:

- (a) A list of all teachers, staff members, and administrators, including, for each person, name, compensation, the position or description of duties, the date of the initiation of the criminal background investigation required by Oregon law, and licenses, endorsements, certifications, degrees, and qualifications;
- (b) A list of currently enrolled students, including each student's full legal name, student identification number (if any), address, home school district, and name and address of legal guardian; and
- (c) Proof of insurance required under this Charter.

As outlined in the approved Charter (Section 12.3) charter schools also submit to the District reports related to the prior fiscal quarter.

STATUS:

The required information has been received by the District and is summarized on the attached pages. The balance sheet for Arco Iris as of June 30, 2012 and the current balance sheet for Hope Chinese are included for the Board's information.

RECOMMENDATION:

(12-217) It is recommended that the Board review the submitted information.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

Summary of Arco Iris September 15 Report

(a) A list of all teachers, staff members, and administrators at Arco Iris, including, for each person, name, compensation, the position or description of duties, the date of the initiation of the criminal background investigation required by Oregon law, and licenses, endorsements, certifications, degrees, and qualifications;

Staff	Position	TSPC License
Jan Smith	Principal	Standard Admin. and Standard Teaching
Cassie Kreutzer	1 st /2 nd grade	Initial I Teaching
Maria Toscano	1 st /2 nd grade	Initial I Teaching
Mercedes Martinez	3 rd /4 th grade	Charter Registry
Rosa Sangiovanni	3 rd /4 th grade	Initial I Teaching
Hayley Heider	3 rd /4 th grade	Initial I Teaching
Amy Gergen	5 th /6 th grade	Initial II Teaching
Nikki Falbo	5 th /6 th grade, ELA	Initial I Teaching
Stacy Serrao	ELA	Initial I Teaching
Elaine Larsen	Counselor	Standard Counseling
Perla Sangiovanni	Teaching Assistant	Not required
Janell Latwesen	Operations Manager	Not required

(b) A list of currently enrolled students, including each student's full legal name, student identification number (if any), address, home school district, and name and address of legal guardian; and

Grade	Number Enrolled on 9/15/12
1	21
2	35
3	51
4	31
5	11
6	10
Total	159

Resident District	Number Enrolled on 9/15/12
Beaverton	123
Out of District	36
Total	159

(c) Proof of insurance required under this Charter.

ASICS carries general, property, and automobile liability insurance through the Great American Insurance Company.

Arco Iris Spanish Immersion Charter School
Balance Sheet
As of June 30, 2012

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 USNB- Ck	16,339.40
102 USNB- Sav	166,605.70
103 USNB - PTO	29,718.06
Total Bank Accounts	\$ 212,663.16
Accounts Receivable	
158 Accounts Receivable (A/R)	0.00
159 Receivable Admw- BSD	0.00
Total Accounts Receivable	\$ 0.00
Other Current Assets	
157 Recievable- Day care	0.00
181d Prepaid Expenses	1,376.05
Total Other Current Assets	\$ 1,376.05
Total Current Assets	\$ 214,039.21
Fixed Assets	
231 Furniture and Equipment	
232 Computers	15,943.30
233 Data & Phones	7,184.59
234 Desks & Furniture	7,746.22
235 Leasehold Improvements	552.50
Total 231 Furniture and Equipment	\$ 31,426.61
Total Fixed Assets	\$ 31,426.61
Other Assets	
390 Payroll Suspense	0.00
Prepaid rent	3,882.50
Total Other Assets	\$ 3,882.50
TOTAL ASSETS	\$ 249,348.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
421a Accounts Payable	9,376.98
Total Accounts Payable	\$ 9,376.98
Credit Cards	
451 US Bank CC #4768	113.86
Total Credit Cards	\$ 113.86
Other Current Liabilities	
470 Deferred Summer Wages	12,560.16
471 Payroll Liabilities	16,969.27
472 PERS Payable	12,328.69
481 Deferred Revenue	1,244.00
Total Other Current Liabilities	\$ 43,102.12
Total Current Liabilities	\$ 52,592.96
Total Liabilities	\$ 52,592.96
Equity	
32000 Unrestricted Net Assets	37,224.30
Net Income	159,531.06
Total Equity	\$ 196,755.36
TOTAL LIABILITIES AND EQUITY	\$ 249,348.32

Arco Iris Spanish Immersion Charter School
Profit & Loss
 July 2011 - June 2012

	Total
Income	
1510 Interest and Dividends income	437.70
1610 Food Services	
1612 Lunches	6,663.15
Total 1610 Food Services	\$ 6,663.15
1700 Extracurricular Activities Rev.	16.00
1790b AfterSchool Care	54,711.25
1790d Activity Fees/Field Trips	2,247.00
1790e Summer Camp Revenue	5,207.00
Total 1700 Extracurricular Activities Rev.	\$ 62,181.25
1920 Contributions Income	15,649.02
1920b Script Sales	1,244.78
1920d Auction Fundraiser	31,709.80
1920f Corporate Contributions	3,719.43
1920g Personal Contributions	3,131.41
1920h Project Fundraisers	1,804.79
Total 1920 Contributions Income	\$ 57,259.23
3101 SSF - General Support	642,369.81
47200 Program Income	
ODE Grant	19,978.33
Total 47200 Program Income	\$ 19,978.33
Total Income	\$ 788,889.47
Expenses	
1111000 Primary (K-3)	
1111111 K-3 Salaries - Licensed	169,603.18
1111112 K-3 Salaries Classified	6,889.84
1111121 K-3 Salaries Substitutes	3,672.63
1111200 K-3 Associated Payroll Costs	
1111210 K-3 PERS Employer	30,364.09
1111220 K-3 Social Security	13,516.75
1111231 K-3 Workers Comp	653.95
1111232 K-3 Unemployment	4,744.38
1111240 K-3 Employee Benefits	15,126.49
Total 1111200 K-3 Associated Payroll Costs	\$ 64,405.66
1111300 K-3 Purchased Services	
1111311 K-3 Contractor Instruction	120.00
1111319 K-3 Other Instruction Services	1,020.60
Total 1111300 K-3 Purchased Services	\$ 1,140.60
1111400 K-3 Supplies/Materials	
1111410 K-3 Consumable Materials	2,278.17
1111420 K-3 Textbooks/Curriculum	2,436.84
1111460 K-3 Non-Consumable Items	1,255.35
Total 1111400 K-3 Supplies/Materials	\$ 5,970.36
Total 1111000 Primary (K-3)	\$ 251,682.27
1112000 Intermediate (4-5)	
1112111 4-5 Salaries Licensed	40,485.04
1112112 4-5 Salaries Classified	4,739.46
1112121 4-5 Salaries Substitutes	4,420.41
1112200 4-5 Associated Payroll Costs	

1112210 4-5 PERS Employer	8,186.50
1112220 4-5 Social Security	3,737.72
1112231 4-5 Workers Compensation	500.05
1112232 4-5 Unemployment Expense	1,631.65
1112240 4-5 Employee Benefits	4,997.12
Total 1112200 4-5 Associated Payroll Costs	\$ 19,053.04
1112300 4-5 Purchased Services	
1112311 4-5 Contractor Instruction	80.00
1112319 4-5 Other Instruction Services	680.40
Total 1112300 4-5 Purchased Services	\$ 760.40
1112400 4-5 Supplies & Materials	
1112410 4-5 Consumable Materials	951.99
1112420 4-5 Textbooks/Curriculum	3,157.74
1112460 4-5 Non Consumable Materials	796.35
Total 1112400 4-5 Supplies & Materials	\$ 4,906.08
Total 1112000 Intermediate (4-5)	\$ 74,364.43
1113000 Elementary Extracurricular	
1113112 Extraccurr - Salaries Classified	20,700.12
1113200 Extraccurr - Associated Payroll Costs	
1113210 Extraccurr - PERS	692.48
1113220 Extraccurr - Social Security	1,591.66
1113231 Extraccurr - Worker's Comp	178.56
1113232 Extraccurr - Unemployment	1,442.08
Total 1113200 Extraccurr - Associated Payroll Costs	\$ 3,904.78
1113319 Elementary Other Instructional Services	2,487.26
1113410 Extraccurr Consumables	2,977.86
1113460 Extraccurr Non Consumables	214.03
Total 1113000 Elementary Extracurricular	\$ 30,284.05
2240300 InstructStaff-Develop-Purchased	
2240312 Staff Development	9,749.30
Total 2240300 InstructStaff-Develop-Purchased	\$ 9,749.30
2300000 General Administration	
2310300 Board Purchased Services	
2310324 Board - Rentals	2,970.86
2310341 Board - Travel in District	49.80
2310342 Board - Travel out District	840.81
2310351 Board - Telephone/Internet	2,822.86
2310353 Board - Postage	116.09
2310354 Board - Advertising	1,446.00
2310355 Board - Printing Costs	2,671.07
2310381 Board - Audit Expenses	6,500.00
2310382 Board - Legal Costs	258.50
2310383 Board - Accounting Fees	11,583.73
2310389 Board - Other Non Instr. Fees	1,528.00
Total 2310300 Board Purchased Services	\$ 30,787.72
2310600 Board - Other	
2310620 Board - Interest Expense	1,844.39
2310640 Board - Dues/Subscriptions	903.00
2310651 Board - Insurance	8,223.25
2310670 Board - Taxes/Licenses	1,604.53
Total 2310600 Board - Other	\$ 12,575.17
Total 2300000 General Administration	\$ 43,362.89
2400000 School Admin	
2410111 Admin Salaries - Licensed	65,499.41
2410112 Admin - Salaries Classified	35,014.49
2410200 Admin - Associated Payroll Costs	
2410210 Admin - PERS	15,522.87

2410220 Admin - Soc Sec	7,605.71
2410231 Admin - Workmans Compensation	521.05
2410232 Admin - Unemployment Expense	2,568.66
2410240 Admin - Employee Benefits	4,780.33
Total 2410200 Admin - Associated Payroll Costs	\$ 30,998.62
2410300 Admin - Purchased Services	
2410355 Admin - Printing Expense	8,056.42
Total 2410300 Admin - Purchased Services	\$ 8,056.42
2410400 Admin - Supplies & Materials	
2410410 Admin - Consumable Supplies	2,582.67
2410460 Admin - Non Consumable Supplies	3,408.06
Total 2410400 Admin - Supplies & Materials	\$ 5,990.73
Total 2400000 School Admin	\$ 145,559.67
2500000 Support Services	
2525391 Bank Charges	381.31
Total 2500000 Support Services	\$ 381.31
2540000 Bus-Operation/Maint Plant	
2542321 Bldg - Cleaning Services	7,680.22
2542324 Bldg - Rent	32,935.19
2542325 Bldg - Utilities	5,891.19
2542389 Facility Other Professional Fees	4,270.00
2542410 Bldg - Consumable Supplies	1,563.50
2542460 Bldg - Non Consumables	52.70
2542670 Facility Permits & Licenses	3,337.00
Total 2540000 Bus-Operation/Maint Plant	\$ 55,729.80
2660000 Technology Services	
2660389 Technology - Contracted Services	2,494.75
2660460 Technology - Nonconsumables	390.52
2660470 Technology Licensing	2,895.98
Total 2660000 Technology Services	\$ 5,781.25
3120000 Nutrition Costs	
3120450 Nutrition Services	12,463.44
Total 3120000 Nutrition Costs	\$ 12,463.44
66000 Payroll Expenses	0.00
Payroll Taxes	0.00
PERS Contribution	0.00
Wages- Admin Staff	0.00
Wages- Substitute	0.00
Wages- Teachers	0.00
Total 66000 Payroll Expenses	\$ 0.00
Total Expenses	\$ 629,358.41
Net Operating Income	\$ 159,531.06
Other Expenses	
Other Miscellaneous Expense	0.00
Total Other Expenses	\$ 0.00
Net Other Income	\$ 0.00
Net Income	\$ 159,531.06

Summary of Hope Chinese Charter School September 15 Report

(a) A list of all teachers, staff members, and administrators at Hope Chinese Charter School, including, for each person, name, compensation, the position or description of duties, the date of the initiation of the criminal background investigation required by Oregon law, and licenses, endorsements, certifications, degrees, and qualifications;

Staff	Position	TSPC License
Julie Rickman	Principal, 1 st grade English Teacher	Continuing Teaching; Charter Registry Administrator
Emily Smith	Kindergarten English Teacher	Initial I Teaching
Ju-Ya Cheng	Kindergarten Teacher	Charter Teacher Registry-in process
Liz Coleman	Kindergarten Teacher	Charter Teacher Registry
Huiqiong Su	1 st grade teacher	Charter Teacher Registry-in process
Felix Loo	Kindergarten and 1 st grade culture teacher	Initial I Teaching
Marcella Baldwin	Office Staff/Assistant Admin	Not Required

(b) A list of currently enrolled students, including each student's full legal name, student identification number (if any), address, home school district, and name and address of legal guardian; and

Grade	Number Enrolled on 9/14/12
K	47
1	24
Total	71

Resident District	Number Enrolled on 9/14/12
Beaverton – prior school in Beaverton	5
Beaverton – prior school not in Beaverton	29
Out of District	37
Total	71

(c) Proof of insurance required under this Charter.

HCCS carries insurance provided by the following (Certificate # 00036020-24455):

- A. Great American Insurance Company
 - Commercial General Liability
 - Umbrella Liability
 - Directors and Officers
- B. AMES/Alliance and Insurance Services
 - Automobile Liability
 - Employee Dishonesty
- C. Sentinental Insurance Company
 - Workers Compensation and Employers Liability

Financial Update

HCCS' fiscal calendar runs from July 1 to June 30. In May 2012, after signing the lease for our facility, we revised the budget to incorporate the new lease numbers into the budget. The new rent payments were significantly less than budgeted and included all utilities. Therefore, the budget was changed to reflect the cost savings. In addition, the site was in good shape and required minor renovations only. This cost savings was also reflected in the new budget.

The annual fundraising auction dinner was held in late April 2012. Because the revenue from this related to the 2011/2012 fiscal year, the budget was changed to reflect the move of those revenues to the prior year. HCCS is intending to hold another fundraising auction dinner for the 2012/2013 fiscal year along with many other smaller fundraising events. The projected revenue will be updated in the next revision of the budget that will be submitted to BSD in mid-October.

In accordance with ODE requirements, the accounting system was set up using the ODE approved general ledger accounts. The budget was then moved into the accounting system using those accounts. To assist in this transition, we are including a column called "Quickbooks category" that shows the ODE general ledger account the original budget was mapped to.

The annual auction fundraiser held in April 2012 netted approximately \$27,000 along with \$30,000 of pledge donations. This, along with extreme fiscal conservatism and the use of volunteer services allowed us to exit the 2011/2012 fiscal year with a net income of \$50,500.

Through the good works of our volunteers and the HCCS board, we were able to achieve full enrollment of 24 students in each classroom resulting in a total of 72 students enrolled during the first week. One student dropped out after the first week, reducing the ongoing total to 71. Even so, this is significantly higher than the 60 students originally budgeted. This will result in higher revenue from the year, both from the PM kindergarten tuition payments and also payments that will be received from BSD. A few other items to note:

1. 16 of enrolled first graders came from private Chinese schools and would likely have continued onto the higher grades of these private schools if HCCS had not opened its doors.
2. Over half of the students (37) are from out of district.
3. As a result of the increased enrollment and due to our commitment to offering a quality immersion education to all income levels, we were able to double the number of kindergarten scholarships given to 8 students. This also includes free lunch and free milk to those 8 students.

We continue to be very fiscally conservative and to spend only when necessary. We have a group of committed volunteers, parents and board members and were able to use volunteer services rather than purchasing services (for example, many of the site upgrades, technology installations were done by volunteers). As a result, all expenses are either under budget or in line with budget.

Please see the Excel schedules for more detailed explanations of various budget line items.

Financial Schedules

HCCS		Budget	Revised
REVENUES	Quickbooks category	2012 - 2013	Budget 2012-2013
# of Students		60	
Total General Purpose Funds	3101 SSF - General Support	\$175,314	\$184,752
Fundraising			
Federal Charter Incentive Grant, base funds			
Federal Charter Incentive Grant, per Student			
Full day Kindergarten Fees	1790c PM Kindergarten	\$178,200	\$177,629
HCCS Fee Based Programs	1790b Before/After School	\$37,590	\$40,565
Confucious Classroom Matching Grant	1920 Contributions Income	\$10,000	\$10,000
Fundraising (auctions, holiday events, etc.)		\$20,000	
Family and Private Donations		\$55,000	
Corporate Sponsors (Intel/Nike Matching)		\$8,000	
Interest Income		\$-	
TOTAL Income		\$484,104	\$412,946
EXPENSES			
		2012 - 2013	2012 - 2013
Annul Wage (Staff Base Salaries)	1111111 K-3 Salaries - Licensed + 2410112 Administrative Assistant	\$150,000	\$188,871
Payroll Taxes	1111220 K-3 Social Security	\$18,095	\$16,118
Benefits	1111240 K-3 Employee Benefits	\$49,800	\$61,052
Substitute Teachers' Salary	1111121 Salaries - Substitutes	\$5,635	\$5,634
Staff development	2240312 Staff Development	\$2,900	\$5,900
Rent	2542324 Rents	\$77,567	\$60,881
Utilities (electric, heating/cooling, water, sewer)		\$13,433	
Custodian service	2542321 Cleaning Services	\$7,740	\$7,740
Facility insurance premiums	2310651 Insurance costs	\$7,200	\$7,500
Maintenance/Repair		\$6,000	
Minor renovations	2542460 Building - Non Consumables	\$5,000	\$4,500
Supplies-instructional (except textbooks)	1111410 K-3 Consumable Materials	\$10,000	\$10,000
Audio-Visual Equipment	2660540 Depreciable Equipment	\$6,000	\$8,050
Textbooks	1111420 K-3 Textbooks/Curriculum	\$20,000	\$20,000
Curriculum Development	1111319 K-3 Other Instruction Services	\$5,000	\$4,000
Assessment/Testing	2230300 Instruct Staff - Assess/Test Purch	\$2,000	\$2,800
Technology (fax, copiers, etc.)		\$3,000	
Computers and Software		\$250	
Furniture	2320410 Consumables	\$2,000	\$1,200
Food Supplements (Free/reduced Lunch)	3120450 Nutrition Services	\$4,200	\$5,200
Staff training for Special Ed, ELL		\$2,000	
Transportation/Field trips		\$-	
HCCS Fee Based Program Expenses	1113410 Extracurr Consumables	\$23,625	\$9,116
Professional Services (including annual Audit)	2310381 Audit Expenses +		
Marketing	2310383 Accounting Fees	\$15,000	\$15,000
Telephone/Internet	2320354 Advertising	\$1,775	\$600
Postage/Shipping	2320351 Telephone/Internet	\$2,400	\$2,400
Printing	2320353 Postage	\$1,200	\$1,200
Dues/Membership	2320355 Printing Costs	\$4,200	\$4,200
Back Ground checks	2310640 Dues/Subscriptions	\$1,000	\$1,000
	2310389 Misc Professional Fees	\$600	\$600
TOTAL EXPENSES		\$447,620	\$443,562
Surplus/(Deficit)		\$36,484	\$(30,616)

The auction fundraiser and private donations occurred in the fiscal year 2012-2013.

Reduction due to the new lease signed. New lease is a triple net lease - all utilities included.

Site was in good shape and did not need as extensive repairs.

Includes the technology line in the original budget. Added together to conform with the current ODE approved GL.

Salaries were moved to the salaries line.

Hope Chinese Charter School
Balance Sheet
As of September 13, 2012

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 USNB- Ck	11,620.22
104 Paypal Account	3,704.41
105 OnPoint Checking	131,396.21
106 OnPoint Savings	5.00
107 OnPoint Preschool Checking	20,849.44
Total Bank Accounts	\$167,575.28
Accounts Receivable	
158 Accounts Receivable (A/R)	550.00
	\$
Total Accounts Receivable	550.00
Other Current Assets	
1499 Undeposited Funds	0.00
Total Other Current Assets	\$ -
Total Current Assets	\$168,125.28
Other Assets	
191 Deposits - HCCS	5,325.79
390 Payroll Suspense	0.00
	\$
Total Other Assets	5,325.79
TOTAL ASSETS	\$173,451.07
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
471 Payroll Liabilities	5,833.88
472 PERS Payable	0.00
481 Prepaid Kindergarten	64,305.00
482 Prepaid Preschool	14,645.70
	\$
Total Other Current Liabilities	84,784.58
	\$
Total Current Liabilities	84,784.58
	\$
Total Liabilities	84,784.58
Equity	
3010 Unrestrict (retained earnings)	50,505.43
Net Income	38,161.06
	\$
Total Equity	88,666.49
TOTAL LIABILITIES AND EQUITY	\$173,451.07



Hope Chinese Charter School

Date: Sept 18th, 2012

Subject: Financial Report
Period: July 2012 - September 2012

To: Board of Directors, Hope Chinese Charter School

Following is the financial Report for the period stated above:

Income Statement (July 2012 - Sept 2012)

Income received during the period:
Expenses paid during the period

Net Income

Actuals

+\$ 96,464.80
- \$ 60,560.41
\$ 35,904.39

Budget

\$ 76,963.00
\$120,983.00
\$(44,020.00)

Balance Sheet (Sept 13th, 2012)

Total Assets :
Total Liabilities
Total Equity

\$ 173,451.07
\$ 84,784.58
\$ 88,666.49

Sincerely

Naveed Bandukwala
Treasurer